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Harassment Complaints Database: Union Policy

Branches are again reminded of the need to fill in the Harassment Complaints Database (HCD) forms, as illustrated in LTB 450/04.

Please ensure that all representatives have a copy of LTB 450/04 as it contains useful guidance as well as the form itself.

Branches may also find LTB 289/04 useful which contains information on the Harassment Helpline and the Harassment Advice Network as well as the HCD. The completion of the HCD forms is part of our agreement with the Equal Opportunities Commission and is, therefore, CWU policy (the full agreement can be found in LTB 292/04).

The Equal Opportunities Commission has raised concerns with us regarding the completion rate, which we need to address, otherwise we will fall foul of the agreement. Therefore, please ensure that any complaint raised with branch representatives by members that involves possible harassment should be notified to HQ via these forms.

We appreciate that this will add to an already busy work schedule for those representatives that have the responsibility for completing them, but there is no scope for non-compliance. We must accept that this will become an accepted culture in terms of harassment reporting. The data that will come through to HQ will be vital in enabling us to analyse and identify any obvious patterns where problems exist.

We extend our appreciation to all those branches already complying with the policy and look forward to the co-operation of all branches in this matter.

Any enquiries about this paragraph should be addressed to **Linda Roy**, Equality Officer.

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Mandatory Equality & Diversity Training

Branch secretaries are requested to ensure that any person in their branch who has CWU representative responsibilities and has not yet completed their mandatory equality & diversity training are enrolled in the courses that are planned throughout the regions in the forthcoming months. All reps must do the training – this includes divisional reps, area reps, unit reps and branch officers.

For clarification on dates please contact your regional secretary. The training has been running now for over three years and there are still a substantial number of reps who have not completed the training. Your co-operation in this matter is greatly appreciated. Equal Opportunities Department.

HEALTH AND SAFETY

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HSE Scaffold Information Sheet

This new HSE information sheet is intended to clarify when scaffold design is required and what level of training and competence those erecting, inspecting and supervising the erection, alteration and dismantling of scaffolding are expected to have obtained.

It is being reproduced and circulated to assist safety representatives who have scaffolds erected by contractors at the workplace, undertaking construction, installation and repair work.

Design and Inspection Issues

- All tube and fitting scaffolds should be designed, and have strength and stability calculations provided by a competent person, unless it is a 'basic scaffold' designed in accordance with NASC technical guidance TG20.
- System scaffolding should be designed, erected and stabilised in accordance with the manufacturer's or supplier's handbook.
- Any proposed modifications, or alterations, outside a system scaffolding manufacturer's guidelines should be designed by a competent person.
- Handover certificates should refer to any relevant drawings, working platform loadings and any specific restrictions on use.
- All scaffolding inspection should be carried out by a person whose training and competence reflects the complexity of the scaffold they are inspecting (i.e. a CISRS scaffolder can inspect basic scaffolds and an advanced scaffolder can inspect basic and complex scaffolds).
- A non-scaffolder who has attended a suitable scaffold inspection course and has the necessary background experience would also be competent to inspect a basic scaffold (i.e. a site manager).
- The scaffold inspection register should note any defects and corrective actions taken, even when those actions are taken promptly as this assists with the identification of any recurring problems.
- To prevent use by unauthorised persons, all incomplete scaffolds must display warning signs identifying the areas where access is restricted and be suitably protected by physical means.

Competence and Supervision Issues

- All employees should be competent for the type of scaffolding work they are undertaking and should have received appropriate training relevant to the system they are working on.
- Employers must provide appropriate levels of supervision taking into account the complexity of the work and the levels of training and competence of the scaffolders involved.
- Every scaffold gang should contain a

qualified CISRS scaffolder as a minimum requirement.

- Trainee scaffolders should always work under the direct supervision of a qualified CISRS scaffolder (i.e. a working foreman). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment (VQ2) required to be deemed a qualified 'scaffolder'.
- Erection, alteration and dismantling of complex designed scaffolding (e.g. suspended scaffolds, shoring, temporary roofs etc) should be done under the direct supervision of an advanced scaffolder.

Scaffold Structures That Need to be Designed

- Scaffolds that fall outside the scope of 'basic scaffolds' detailed in NASC guidance note TG20
- Dead shores
- Flying shores
- Raking shores
- Cantilevered scaffolds
- Truss-out scaffolds
- Access birdcages
- Façade retention
- Access scaffolds with more than the two working lifts allowed with TG20 'basic scaffolds'
- Buttressed free-standing scaffolds
- Temporary roofs and temporary buildings
- Support scaffolds
- Loading bays founded on the ground
- Mobile and static towers outside base/height limitations
- Free standing scaffolds outside base/height limitations
- Temporary ramps and elevated roadways
- Staircases and fire escapes
- Spectator terraces and seating stands
- Bridge scaffolds
- Towers requiring guys or ground anchors
- Offshore scaffolds outside Offshore Contractors Association (OCA) handbook
- Pedestrian footbridges or walkways
- Slung and suspended scaffolds
- Protection fans, nets and pavement frames
- Marine scaffolds
- Boiler scaffolds
- Power line crossings
- Lifting gantries and towers
- Steeple scaffolds
- System scaffolds outside users' guide parameters
- Sign board supports
- Sealing end structures
- Temporary storage on site
- Masts, lighting towers and transmission towers
- Advertising hoardings/banners
- Any scaffold structure subject to:
 - Vibration
 - High loading
 - Long term duration
 - High risk areas

Loading from passenger/goods hoists.

Note: The above list is not exhaustive and any scaffold that does not comply with manufacturer's guidelines as published in handbooks will require a specific design produced by a competent person.

All enquiries relating to the above should be addressed to **Dave Joyce**, National Health, Safety & Environment Officer quoting **reference No. EX5**.

TELECOMS

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BT Operate: Trouble to Resolve – Project SMARTS

Attached for the information of branches is the update report to that last issued in Branch Officials Bulletin No. 47/2007, paragraph 612. Brian Healy
Assistant Secretary

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BT Wholesale: Scorecard Measures in Customer Services Fulfilment and Assurance

Attached for the information branches is a copy of an internal communication as referred to in Branch Officials Bulletin No. 29/2008, paragraph 263. Brian Healy
Assistant Secretary

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BT Operate: Field Engineering (Ex NFE) Product Launch Bulletin

Branches may wish to be made aware of the latest product launch bulletin, the contents of which have not been a matter of consultation with the union. Brian Healy
Assistant Secretary

EVENTS BULLETIN

Monday 8 September 2008 – Thursday 11 September inclusive: TUC Congress 2008. Brighton.

Sunday 21 September 2008: Peace Day. On Peace Day this year, we will return to London's Royal Albert Hall for our annual celebration. The evening festivities will include a gala screening of a new film, *The Day After Peace*, and performances by Annie Lennox and Bryan Adams. Jude Law will, once again, be a key speaker alongside a host of other guests. Also on Peace Day, 2008, people all over the world will be playing football as part of our 'One Day One Goal' campaign. Through 'One Day One Goal' we hope to see football matches take place in all 192 United Nations member states. Each 'One Day One Goal' match will celebrate cooperation, unity and the power of football to bring people together on Peace

Day. You can find out more about this exciting initiative at www.peaceday.org/football.aspx Whether you plan to play football, attend a Peace Day celebration, say sorry to a friend, or anything else, whatever commitment you make for Peace Day 2008 please be sure to log it on our Peace Wall at www.peaceday.org/commitment.aspx

Saturday 21 September 2008 – Wednesday 24 September 2008: Labour Party Conference. Manchester.

Saturday 4 October 2008: Keep the Promise: End Child Poverty. One in three children live in poverty in the UK today. We can see the damage that poverty does to our society and are demanding a better future for all our children. The government have made the promise of a generation – to end child poverty. Let's hold them to it. Join thousands of us at Keep the Promise in London on Saturday October 4th – the UK's biggest ever event to end child poverty. 11.30 Assemble on Millbank, near Lambeth Bridge, for more details see website. 12.30 march through Westminster to Trafalgar Square – 14.00. Followed by family fun and speakers in Trafalgar Square. For more information visit the **End Child Poverty** website at www.endchildpoverty.org.uk/promise

Friday 10 October 2008: National Youth Education Event 2008. Start 6pm Friday and ends lunchtime Sunday. This year's National Youth Education Event has been set to take place over the weekend of 10-12 October at the Jury's Inn Hotel in Brighton. Branches are therefore asked to consider advertising this event to their young members and encouraging them to attend – it is the primary youth event run by the CWU. It brings together young (under the age of 30) activists over the course of a weekend in which they gain knowledge, skills and confidence about their role in the union and the union's work in general. For more information or an application form please contact **Jo Thair** on **020 8971 7487** or jthair@cwu.org

Tuesday 14 October 2008: TUC Organising Academy – Building Stronger Unions: Organising the Future. To be held at TUC, Congress House, Great Russell Street, London WC1B 3LS. Celebrating 10 years of the TUC Organising Academy, this event will be looking at the development of the academy over the last 10, successes, new initiatives and discussions around organising the future. This free event is open to everyone involved in the union movement and guest speakers confirmed include Frances O'Grady, TUC Deputy General Secretary and Paul Mason, Newsnight journalist and author of "Live Working : Die Fighting". To register for attendance and to receive further details of this event please contact **Joanne Adams** on **020**

7467 1361 or email jadams@tuc.org.uk

Thursday 16 October 2008: Demonstration Outside the European Parliament in Brussels. Organised by the European Transport Workers Federation. The European Socialist Party have organised a seminar on this subject in the morning of the same day. The intention is to lobby politicians in the morning and this will be followed by a formal demonstration outside the European Parliament in Brussels at midday. The intention is to publicise the continued problem of social dumping and the morally indefensible discriminatory practices that continue within the European Shipping Industry. It is for the demonstration that we are seeking to really maximise trade union attendance but if trade unionists can also lobby their own MEPs that would be welcome. If you need any further information please contact **Steve Yandell** at the RMT on **020 7529 8819** or at s.yandell@rmt.org.uk RMT will in particular be highlighting the detrimental impact of the EU Maritime Regulations which have now forced the tendering of the Clyde and Hebrides ferry services, as condemned in Congress resolutions in the past. The majority of RMT members are travelling to Brussels on the 08.05 Eurostar train so they can participate in the demonstration, and are due to return on the 16.05, arrival at St Pancras International 17.03.

Wednesday 22 October 2008: Update on Equality Law: Are we catching up? To be held at the Adelphi Hotel, Liverpool from 10.30 - 4.15. A critical look at the role of the new Equalities Commission, the equalities legislation and best practice solutions in the workplace. An informed and sympathetic understanding of the latest developments in equality legislation. Speakers include: Professor Aileen McColgan, Kings College, London; Dr Lucy Vickers, Oxford Brookes University; Sally Brett, TUC; Vicky Philips, Thompsons Solicitors and others to be confirmed. IER Subscribers £75, Trade Unions £90 and Commercial £220. For more information contact Carolyn Jones at the **Institute of Employment Rights** (IER) at The People's Centre, 50-54 Mount Pleasant, Liverpool, L3 5SD or telephone **0151 702 6925**.

Saturday 25th October 2008: CWU Disability & Special Needs Conference. The conference will take place at the Jurys Inn Hotel, 245 Broad Street, Birmingham B1 2HQ. There will be a social event the night before on Friday 24th October 2008 at the Jurys Inn Hotel. For more information contact **Linda Roy** **020 8971 7238**.

Wednesday 12 November 2008: Employment Law Update: Fairness at Work. To be held at the Adelphi Hotel, Liverpool. We intend Employment Law Update to be an annual event to review existing legislation and look at new legislative

proposals. Speakers to include: Thompsons Solicitors, leading north west barristers; NW TUC and others. IER Subscribers £75, Trade Unions £90 and Commercial £220. For more information telephone **0151 702 6925**.

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If you have anything for the events bulletin

page please send your contribution to:

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Tel: **020 8971 7497**

Email: mmurray@cwu.org

Details must arrive nine days before publication and must include a contact phone number, brief summary of the event, email and website address. Listings are free, but inclusion is not guaranteed.